BASIC WOODSHOP SAFETY

CATALOG NUMBER: CPA-1

FOR APPLE II+ & IIe
SYSTEMS

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ABRAXAS

P.O. BOX 1416, EUGENE, OR 97440

LET'S BE CANDID . . . .

An apology may be in order.

ON THE NEXT PAGE YOU WILL FIND A CLUSTER OF DISCLAIMERS, WARRANTIES, WAIVERS, ETC. THE FACT IS, COPYRIGHT LAWS AND PROTECTIONS HAVE BECOME VERY COMPLEX AS NEW TECHNOLOGIES HAVE STRAINED THE SYSTEM WITH CONDITIONS THAT COULD NOT BE ANTICIPATED WHEN THESE LAWS WERE ORIGINALLY ENACTED.

THE INDISCRETIONS OF A FEW, AND THE RESULTING LEGAL ENTANGLEMENTS HAVE GENERATED AN ATMOSPHERE OF PROTECTIVE DISCLAIMERS AND RESTRICTIONS. THESE PROTECTIONS HAVE BECOME A NECESSARY PART OF NEW PRODUCTS SUCH AS RECORDED SOUND AND VIDEO MATERIALS AND ORIGINAL, PROPRIETARY COM-PUTER PROGRAMS.

Why is an apology in order?

BECAUSE WE MUST ASK YOU TO READ THE NOTICES AND RESTRICTIONS ON THE NEXT PAGE VERY CAREFULLY AND THOROUGHLY. THE INFORMATION IS FOR YOUR PROTECTION AS WELL AS OURS. WE TRUST YOU WILL NOT MISINTERPRET THE INTENT OF THESE DISCLAIMERS AND RESTRICTIONS. THEY ARE NOT THERE BECAUSE WE DOUBT YOUR INTEGRITY. THE INFORMATION IS PROVIDED TO AVOID ANY MIS-UNDERSTANDING THAT MAY RESULT FROM IMPROPER USE OF THESE MATERIALS.

WARRANTIES AND LIABILITY DISCLAIMERS:

RESTRICTIONS, DISCLAIMERS & WARRANTIES:

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Abraxas warrants the diskettes on which the programs are encoded to be verified and free of defects under normal use for a period of 30 days after date of purchase. If, during this period, a defect should occur, the diskette will be replaced when returned with a completed Warranty Form provided with this material. Exceptions: physical damage to the diskette or damage resulting from misuse or effort to modify, alter, network or copy the program.

FIVE YEAR REPLACEMENT POLICY

TWO IDENTICALLY ENCODED DISKETTES ARE PROVIDED. IN THE EVENT THE PRIMARY DISKETTE IS DAMAGED, THE "BACK-UP" DISKETTE MAY BE USED UNTIL THE PRIMARY DISKETTE HAS BEEN REPLACED.

DAMAGED DISKETTES MAY BE REPLACED @ $12.00 EACH. PLEASE COMPLETE THE WARRANTY CARD INCLUDED IN THIS BOOK AT THE TIME THIS MATERIAL IS RECEIVED. BE SURE TO INCLUDE THE COMPLETED WARRANTY FORM WITH THE DAMAGED DISKETTE RETURNED FOR REPLACEMENT. PURCHASE DATE, ORDER NUMBER AND INVOICE NUMBER MUST APPEAR ON THE COMPLETED WARRANTY CARD.

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DIRECT SUPERVISION OR INSTRUCTION.

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MORE ABOUT THE REPLACEMENT POLICY

ABRAXAS WILL REPLACE ALL DAMAGED OR INOPERABLE DISKETTES UNDER THE FOLLOWING PROVISIONS:

1) Damaged diskettes must be returned with the replacement order. A "back-up" diskette has been provided to be used until the primary diskette has been replaced.

2) It is strongly recommended that all test data stored on the diskette be transferred to a duplicate "safety" file. (See the documentation for information regarding transfer of test result data.) Abraxas will **not** be responsible for any data lost due to diskette damage.

3) Damages resulting from any effort to tamper with, alter or modify the program, and damages resulting from any effort to duplicate or to network the program are **not** covered by this replacement policy.

4) A copy of the completed warranty card should acocmpany all replacement orders. You may keep the completed original warranty card and send a photocopy with the replacement order and the damaged diskette. Also, please include a brief description of the cause of the damage.

5) The replacement cost of $12 per diskette is subject to change without notice. However, current costs of replacements will always be announced in the catalog of Abraxas materials.

6) This replacement policy will be effective for a **minimum** of five (5) years from date of purchase. Abraxas may extend the period of the replacement policy at any time, without announcement or notification.

DISKETTE HANDLING & STORAGE

1. Handle the diskettes by the protective jacket. Don't touch the surface of the disk itself.

2. Keep diskettes away from magnets, magnetic fields or anything that has a magnetic polarity. Keep diskettes away from telephones, TV sets, stereo systems and loud speakers, and electric motors, (electric typewriters, fans, air-conditioners, etc.).

3. Don't bend, twist or fold the diskette.

4. Don't write on the diskette. Fill out pressure sensitive labels before applying them to the diskette.

5. Keep diskettes away from dirt, smoke, metal particles, dust or food particles.

6. Don't use rubber bands, paper clips, pencils or erasers on the diskettes.

7. Keep diskettes away from direct sunlight, excessive heat or extreme cold.

8. Never force the diskette into the drive unit. Insert the disk carefully, with the labelled side UP.

9. Never try to remove a diskette while the red "loading" light is on. Wait until the drive unit has completed the loading cycle and the red light is OFF before you try to remove the diskette.

10. When they're not in use, store diskettes vertically in protective sleeves or in dust-free containers.

WARRANTY CARD

ABRAXAS warrants the diskettes on which the program is encoded to be verified and free of manufactuers' defects. The period of this warranty is for 30 days after receipt of the material, and it applies only under normal usages. Exceptions to this warranty are: damages resulting from efforts to modify, alter, network or illegally duplicate the program, as well as damages resulting from misuse and mishandling. In the event of a manufacturers' defect, the diskette will be replaced FREE OF CHARGE during this period.

DAMAGED DISKETTES may be returned for replacement at $12.00 each. (This replacement cost is subject to reasonable change without notice.) A completed copy of this WARRANTY CARD must accompany the covering purchase order and the returned, damaged diskette.

Purchasing School: _LINCOLN JR. HIGH_

Street Address: _471 E. MAIN ST._

City: _NEWARK_

State: _OHIO_   Zip: _43055_

Person to contact: _DOUGLAS C. GILL_

P.O. #: _____

INVOICE #: _____

INVOICE DATE: _____

DATE REC'D: _____

PHONE #: _614 - 395 - 4440_

PLEASE BRIEFLY DESCRIBE THE NATURE AND/OR CAUSE OF THE DAMAGE OR DEFECT:

_____

_____

DATE RETURNED TO ABRAXAS: _____

RETURNED BY: _____

SIGNATURE: _____

TITLE: _____

RETURNED VIA ☐ PP ☐ UPS

(Please keep a copy of this completed card for your records.)

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PREFACE

There are a number of ways this program may be integrated into your curriculum. How it will be used most constructively will, of course, depend on your own judgement, your preferences and your special needs. We ask, however, that you consider the following:

Ideally, safety is taught as an integrated, ongoing part of the instruction and not as something separate and isolated from the skills and methods being taught. Safety and skill are inseparable. The *correct* method is also the *safest* method. Then why present Study Guides and Safety Tests that appear to treat safety as a separate subject?

TIME Because of the nature of most I.A. courses there is little time for tests. These tests are designed to be as brief as possible without omitting any essential elements of safety.

SCORING In addition to thorough instruction, it is advisable that a test score of 100% be required to qualify a student to use the equipment. To add information that does not directly apply to safety would make the tests unmanageable and the 100% goal unreasonable.

EVALUATION A student's progress is largely determined by the nature and quality of the work produced, but this does not necessarily reflect that student's full understanding of the safety procedures.

DOCUMENTATION One of the objectives of these tests is to provide the instructor and the school with a record of the student's qualifications to use the equipment in a safe manner. It is the comprehension of the safety rules that the tests reflect.

This program is designed to facilitate the students' *success!* There are no trick questions, no hidden meanings, no surprises. In fact, the test is deceptively simple. But then, it is NOT the primary objective of this test to evaluate the students' ability to pass this test!

A test, properly designed, can be an effective teaching aid.

A test, properly used, can identify those areas in which a student may need additional help and clarification.

Tests can also be used as documentation in matters of disciplinary action or in questions of liability.

So, the primary objective of this program is to *teach*; to reinforce the information that comprises the basic elements of any coherent accident prevention program.

In addition, this program can save valuable class time by enabling the student to review the information on his or her own time, and to take the test outside the classroom. (Average time required to complete the test: 15 minutes.)

RECOMMENDATIONS

1. *DEMONSTRATE APPLICABLE SAFETY PRACTICES AND PROCEDURES.*

2. *DISTRIBUTE COPIES OF THE STUDY GUIDE PROVIDED WITH THIS PROGRAM.*

3. *SCHEDULE TESTING AT THE COMPUTER.*

4. *EVALUATE RESULTS TO IDENTIFY PROBLEMS THAT MAY HAVE SURFACED OR BE-COME APPARENT.*

5. *FILE TEST SCORE RECORDS WHEN 100% PROFICIENCY IS ACHIEVED. (MAINTAIN RECORDS FOR DURATION OF STUDENTS' ENROLLMENT IN THE SCHOOL.)*

Testing cannot substitute for a concerted program of accident prevention. Nor can these tests conclusively hold someone free from liability or negligence. However, these materials can be valuable in the applications already described and in one more way.

There will be students who will resist acquiring the respect, the responsible attitude and the information necessary for their safety and for the safety of those around them. The process of study and the subsequent test results may help to identify those who will demand some special attention, those who may be setting out to have an accident. This is a risk-free way to anticipate possible problems *before* an accident occurs.

The objectives of these materials include those described above. In addition, they provide the outline for a reasonably comprehensive accident prevention program. However, *attitude* and *common sense* are the primary elements of personal safety, and these cannot be conveyed on paper or with tests.

Attitudes toward safety are inherent in the surrounding influences of the shop and in the bias or viewpoint of the teacher and the administration of the school. And common sense relies on experience. These two elements, then, attitude and common sense, depend largely on the instructor's own perception and emphasis and on the willingness of the administration to be supportive of the instructor's efforts.

We sincerely hope these materials will assist you in your efforts to provide a safe and enriching experience for your students.

REMEMBER: *No study guides or tests or completed forms can substitute for DIRECT INSTRUCTION and DEMONSTRATION! Nor is it the intent of these materials to replace direct instruction and demonstration. Rather, it is the purpose of these materials to enhance instruction and reinforce the safety awareness that begins with actual demonstration.*

DOCUMENTATION

Equipment Required: Apple II Plus, Apple IIe, Apple III (emulation mode), or equivalent
                        computer. 48K memory *minimum*.

                        At least one disk drive (the program will not access any other
                        drives, even if they are installed).

Optional Equipment: A compatible printer; any brand that works with the computer
                        will do: 80 or more columns.

Features: Extensive error-checking (including profanity traps!) to assure
                        proper data entry and retention.

                        All program code and most disk-operating commands are ren-
                        dered inaccessible to the student: data remains inaccessible even
                        if the student knows Applesoft DOS commands.

                        Storage of test result data and retrieval of data at the instructors'
                        convenience. Data storage capacity is 5 years, with average class
                        enrollment. Obsolete records may be purged periodically by in-
                        structor, thereby extending the storage capacity.

                        Arcade-game sound routines increase student interest and en-
   thusiasm, with muting control available only to the instructor.

Using this program requires nothing more of the student than the ability to "boot" the
diskette, and some familiarity with the following simple instructions:

1. The **RETURN** key is always used to advance to the next screen. Adequate instruc-
   tions regarding the use of the **RETURN** key are provided in the program.

2. The **LEFT-ARROW** key may be used to "correct" or "erase" any mistyped characters.

3. Some disk-handling instructions are provided with the Test Completion Form. (See
   the forms provided in the back of this book.) However, *anyone* who is to qualify for
   using a computer should first be instructed in the correct handling of the diskettes
   and the computer.

4. To avoid the likelihood of catastrophic problems that may result from misuse of
   Disk Operating System commands such as INIT, DELETE, RENAME,...., the com-
   puter should be switched **OFF** before the diskette is to be booted.

# NOW, LET'S BRIEFLY GO THROUGH THE PROGRAM STEP-BY-STEP:

The student is asked to provide his or her name, the date, the class or period. This information will later be used to retrieve performance data.
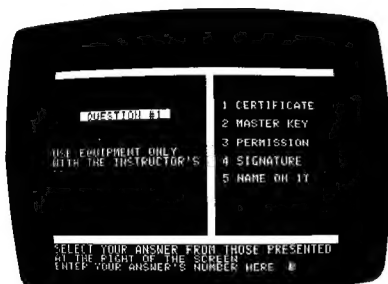
The test is in the form of statements which require completion. A choice of 5 possible answers are provided, and the correct one of these five choices is selected for entry by number.
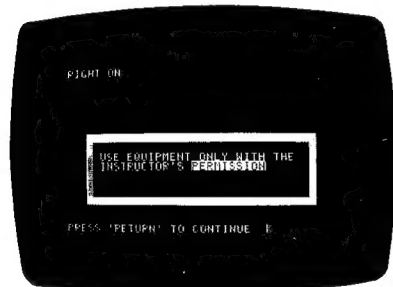
The program responds to a correct answer with an acknowledgement that the answer was correct *and* a recapitulation of the statement in its' correct form.
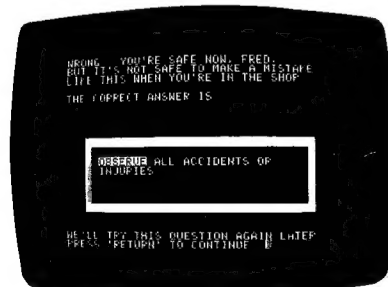
The program responds to an *incorrect* selection with an acknowledgement that the answer is incorrect *and* the correct answer will be shown. The error is stored, and the student is reminded that the question will be repeated at the end of the test.
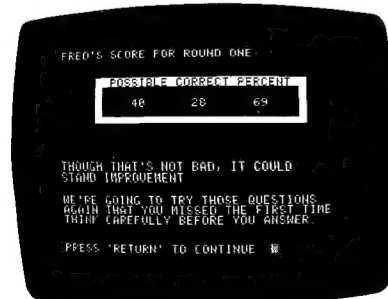
At the conclusion of the first round of questions, the student will receive the results of the first round plus varying degrees of praise or critical comment, depending on the outcome of the first round.

In the event of a perfect score, the program will congratulate the student and accompany the congratulations with an electronic fanfare.
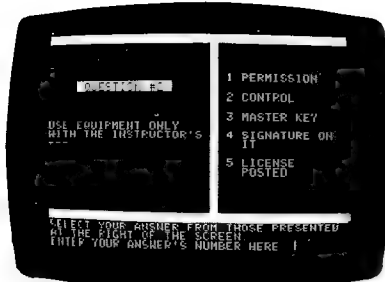
In the event that errors were made, the program will repeat those statements that were completed incorrectly and again acknowledge whether or not the second choice is correct or incorrect.
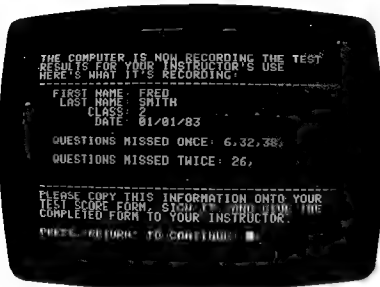
The final screen is an analysis that indicates specifically those statements which were completed incorrectly the first time, and those (if any) that were again completed incorrectly during the second round. This screen replicates the Test Completion Form with which the student has presumably been provided, and the score as it appears on the screen may be transferred to the Test Completion Form. This provides a written "back-up" of the test results *and* a signed acknowledgement by the student.
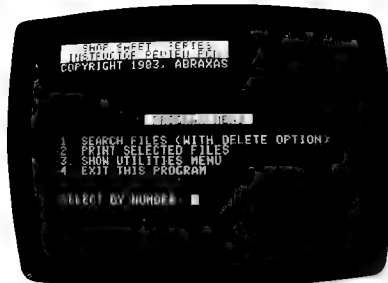
THE INSTRUCTORS' PROGRAM

The instructors' program is concealed from students by the elimination of the CATALOG command. The instructors' program includes access to the test score data plus display, print or *delete* functions which would *not* be appropriate for the students' access. We suggest that the information which follows be considered "sensitive" or "classified", and that this information be witheld from anyone unauthorized to use it.
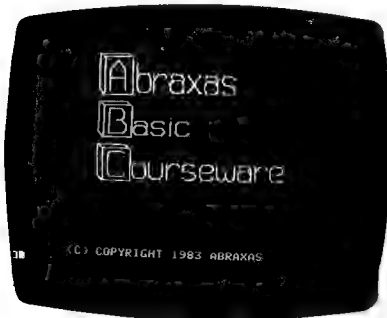
To access the instructors' program, boot the disk in the normal way. The screen at the left will appear, and it will be followed by the instruction screen illustrated next:
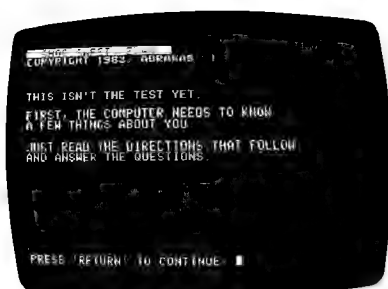
When this screen appears, the program will respond to the command: SHOW MENU. Type: **SHOW MENU** and then press the **RETURN** key and the program will branch to the Instructors' Review Program.


This is the PROGRAM MENU for the IN-STRUCTOR REVIEW PROGRAM. Please note there are 4 options:
1. SEARCH FILES (WITH DELETE OPTION)
2. PRINT SELECTED FILES
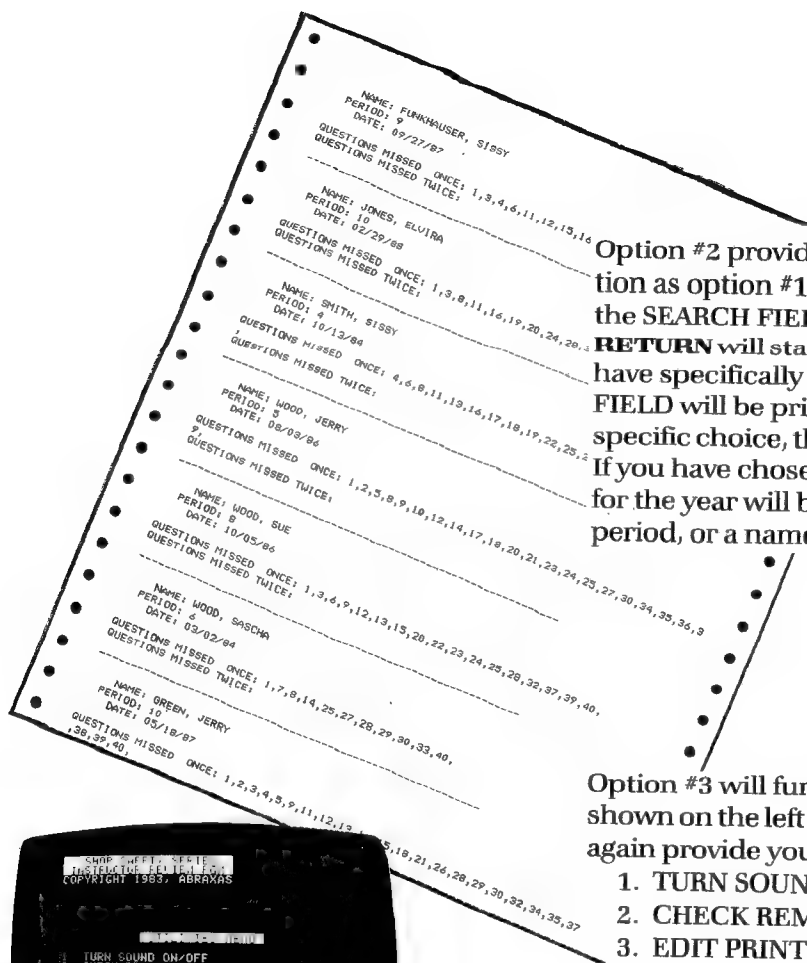3. SHOW UTILITIES MENU
4. EXIT THIS PROGRAM
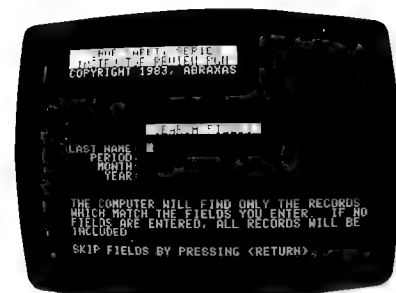
Option #1 and option #2 will activate the screen from which you will be able to select those records you wish to retrieve, either for review or to be printed. For example: if the SEARCH FIELD selections are left open; that is, if you make no discrimination or choice among the SEARCH FIELD selections, the computer will retrieve ALL the records on the disk. If, however, you were to choose "LAST NAME:" and enter the name "Smith".... the computer would retrieve all the Smiths that took the test. The search field could be further narrowed down if you entered any of the other selections ... the period, the month or the year or any combination thereof.
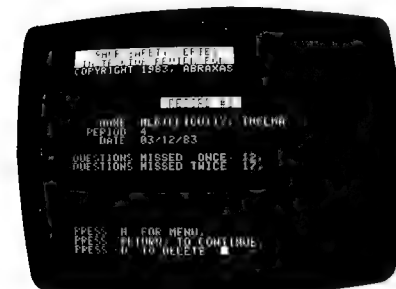
Option #1 will provide you with information as it is presented at the left. Each time you press **RETURN** the next record will appear. To discontinue the cycle or to change it, merely press **M** to return to the menu.

However, you have another choice available to you under option #1: you may *delete* obsolete records from the disk. You will have to respond to the computers' confirmation that this is indeed what you want to do, and then **Y** (for "yes") to delete the record.

NAME: FUNKHAUSER, SISSY
PERIOD: 9
DATE: 09/27/87
QUESTIONS MISSED ONCE: 1,3,4,6,11,12,15,16
QUESTIONS MISSED TWICE:

NAME: JONES, ELVIRA
PERIOD: 10
DATE: 02/29/88
QUESTIONS MISSED ONCE: 1,3,8,11,16,19,20,24,26,
QUESTIONS MISSED TWICE:

NAME: SMITH, SISSY
PERIOD: 4
DATE: 10/13/84
QUESTIONS MISSED ONCE: 4,6,8,11,13,14,17,18,19,22,25,2
QUESTIONS MISSED TWICE:

NAME: WOOD, JERRY
PERIOD: 5
DATE: 08/03/86
QUESTIONS MISSED ONCE: 1,2,5,8,9,10,12,14,17,18,20,21,23,24,25,27,30,34,35,36,3
QUESTIONS MISSED TWICE:

NAME: WOOD, SUE
PERIOD: 8
DATE: 10/05/86
QUESTIONS MISSED ONCE: 1,3,6,9,12,13,15,20,22,23,24,25,28,32,37,39,40,
QUESTIONS MISSED TWICE:

NAME: WOOD, SASCHA
PERIOD: 6
DATE: 03/02/84
QUESTIONS MISSED ONCE: 1,7,8,14,25,27,28,29,30,33,40,
QUESTIONS MISSED TWICE:

NAME: GREEN, JERRY
PERIOD: 10
DATE: 05/18/87
QUESTIONS MISSED ONCE: 1,2,3,4,5,9,11,12,13, 5,18,21,26,28,29,30,32,34,35,37
,38,39,40,

Option #2 provides you with same information as option #1, *but* after you have made the SEARCH FIELD selections, pressing **RETURN** will start the printer. Whatever you have specifically selected from the SEARCH FIELD will be printed. If you have made no specific choice, the entire file will be printed. If you have chosen a specific year, the files for the year will be printed; or a specific period, or a name, etc.


Option #3 will furnish the UTILITIES MENU shown on the left. The UTILITIES MENU will again provide you with several selections:

1. TURN SOUND ON/OFF
2. CHECK REMAINING SPACE ON DISK
3. EDIT PRINTER CONFIGURATION
4. RETURN TO PROGRAM MENU

Select #1, and the program will automatically "toggle" the sound mode into the OFF or the ON position, depending on where it began. In other words, if the sound was ON, selecting #1 will switch it OFF. If the sound was OFF, selection #1 will turn it ON.

#2, REMAINING SPACE ON DISK, will furnish you with an indication of how many more test score records can be stored on the disk before any obsolete records must be purged to make room for new records.

#3, EDIT PRINTER CONFIGURATION. The configuration on the disk will operate most printers available. However, if the printer isn't operating saftisfactorily, some modifications may be necessary. Refer to the manual supplied with your printer, or check with the supplier of the printer.
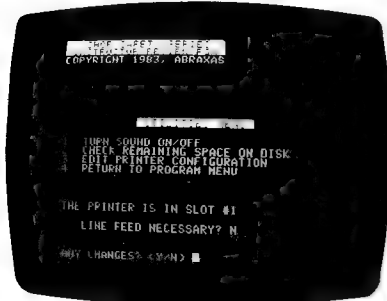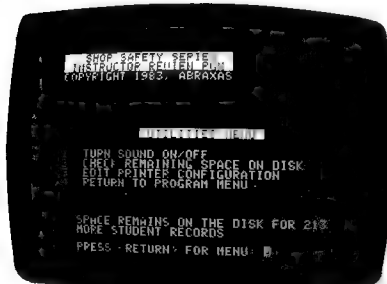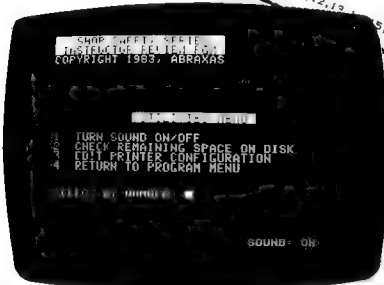
JUST A FEW WORDS ABOUT ERROR CHECKING:

Both the test program and the instructors' program have been thoroughly error checked. However, the very process of living our lives sometimes compels us to press keys that give us results we didn't intend! Deliberately or not, functional errors will occur from time to time. Provisions have been made for this eventuality in the form of ERROR CODES. If one of these error codes appears on the screen, the student is asked to write down the specific code and refer it to his or her instructor.

The codes are presented in the following form:

<div align="center">ERROR   #255-1020-ID</div>

Only the first set of digits are significant; those indicated in bold print above. Here you can astound your students by telling them precisely what they tried to do, in spite of instructions to the contrary.

#255-xxx-xx	(The x's represent non-applicable numbers that may appear.) 255 indicates the student tried to stop the program by using "CONTROL-C".
#4-xxx-xxx	The disk has been write-protected. Since data is stored on the program disk, write-protect tabs cannot be used.
#6-xxx-xx, or #8-xxx-xx	The disk was removed from the drive OR the drive door was opened.
#9-xxx-xx	The data storage disk space has reached capacity. Please refer to the "SPACE ON DISK" option in the Instructors' Program.
#77-xxx-xx	Out of memory. This program requires a *minimum* of 48K memory.
#11-1020-TST (Exactly as shown)	An unauthorized copy of the program disk is in use.

Theoretically, these are the only error codes that should ever appear. (If anything else should occur, please send us a description of the event.)

AND LAST! BACKING UP YOUR FILES:

In all likelihood, maintaining files of the completed, signed TEST COMPLETION FORMS will be an adequate record of the students' safety test performance. However, you may also want to back up your files with copies of the data on the disk file. Provision has been made for this.

Of necessity, all student records are maintained on the same disk that students must use to take the test. These records are therefore constantly in jeopardy and must be copied onto another disk frequently. Since the program disk cannot be copied in its entirety, some method must be used to selectively copy the records from the program disk onto another disk. (The Abraxas backup disk is a logical choice.) Fortunately, Apple comes to our rescue in the form of the FID program on the DOS 3.3 System Master disk. Here's how to back up your records using FID:

1. You'll need the Abraxas program disk, the Abraxas backup disk, and the DOS 3.3 System Master disk that was supplied with the computer. FID accomodates computers with single disk drives, so don't be concerned if your computer only has one.

2. Two files on the Abraxas program disk need to be copied each time you back up your files: RECORDS and LOOKUP. The LOOKUP file tells the computer which of these records are active and which ones you have deleted. Use of the LOOKUP file is necessary to speed up the instructor's program, and IT MUST ALWAYS BE COPIED WITH THE RECORDS or the computer will become terminally confused.

3. Now, boot the System Master disk and invoke FID by typing BRUN FID (return). FID's menu will soon appear and you're to select option #1: COPY FILES. Respond to FID's 'slot' and 'drive' prompts according to your computer's configuration and tell FID to copy RECORDS when it asks for the name of the file to be copied. Don't be wary of the copying process: FID will tell just where to put what disk, and when. When FID has concluded copying RECORDS it will return again to its menu. Again select option #1 and this time copy LOOKUP. That's all there is to it; you're finished. The whole procedure should take no more than three minutes.

We suggest backing up your records often. Should a student accidentally cause irrecoverable harm to the Abraxas program disk, you could pick up where you left off using the Abraxas backup disk. A handy utility *only* if your backup records are current.

The forms on the following pages are provided for your convenience. However, it is recommended that these forms be submitted to the Legal Department or the Business Office of the school district to determine that the forms in no way conflict with City, County or State rulings and regulations or requirements.

We recommend that the Test Completion Form be provided each student at the time they take the Safety Test, and that the completed, signed form remain on file at the school until the student has graduated or left the school.

FORMS:

STUDY GUIDE
TEST COMPLETION FORM
SAFETY INSTRUCTION RECORD
PARENT OR GUARDIAN NOTIFICATION
INCIDENT REPORT FORM

1. Always wear eye protection. Wear safety glasses, goggles or a face shield. ☐

2. Get the instructor's permission before you use any of the equipment. ☐

3. Use the equipment *only* when the instructor is in the shop. ☐

4. Report all accidents, near accidents or injuries to the instructor immediately. ☐

5. Don't use tools or equipment that are in any way defective. Tell the instructor if a tool is dull or broken or if a piece of equipment isn't working properly. ☐

6. Don't use any of the equipment until you have been shown how to use it correctly and safely. Don't use it unless you understand the instructions. ☐

7. Keep clothes tucked in and sleeves rolled up neatly. Loose clothes can get caught in a machine and cause an injury. ☐

8. If your hair is long, tie it back or wear a cap over it. Long hair can be caught in a moving machine. Long hair must be kept safely out of the way. ☐

9. Watches and jewelry should not be worn in the shop. Remove rings, bracelets, watches and necklaces before you do any work in the shop. ☐

10. The only time it's OK to wear gloves is when you're handling rough lumber. Don't wear gloves when you use the tools or operate any of the equipment. ☐

11. Wear protective shoes. Wear hard shoes or boots with rubber soles and rubber heels. *Don't* wear tennis shoes, running shoes or sandals in the shop. ☐

12. Wear ear protection around loud, noisy equipment. Wear approved ear muffs. ☐

13. Wear a dust mask or an air filter when working around a lot of wood dust. Wood dust can be harmful if inhaled. ☐

14. Use finishing materials, thinners or other oily or flammable liquids only in well ventilated areas. ☐

15. Clean up spills. Don't leave anything on the floor that someone could slip on. ☐

16. Keep used rags in an approved, covered metal container. Damp, oily rags can begin to burn by spontaneous combustion. The heat produced by oxidation is enough to start a fire. ☐

17. Know where the fire extinguishers are located and read the instructions posted on them. Locate the fire extinguishers and understand how to use them *before* there is an emergency. ☐

18. Keep cabinet doors and drawers closed so no one bumps into them. ☐

19. Aisles have to be kept clear and free of litter, scraps and materials. Don't leave anything on the floor that could be tripped over or slipped on. ☐

20. Vises should be kept closed when they're not in use. ☐

21. Keep work benches clear and organized. ☐
Don't pile up the tools and don't lay tools
down so they hang over the edge of the
bench.

22. Always use a brush or a rag to clear away ☐
sawdust and scraps. Never use your hands
to wipe off a surface.

23. Use the right tool for the job. Use the tools ☐
only for what they're designed to do. Use
the right *size* tool.

24. Carry pointed or sharp tools with the point ☐
or edge held down toward the floor. This
will help avoid injuries if you bump into
something or if someone bumps into you.

25. When you hold a tool, hold it by the ☐
handle. When you hand someone a tool,
hold it so they can take it by the handle.

26. When you're finished with a tool return it ☐
to its proper storage area. Return it to the
tool room, tool rack or cabinet where it
belongs.

27. If you're handling large or heavy materi- ☐
als, get someone to help you. Also ask
someone to help or "tail-off" for you
when you cut a large piece of material on a
machine.

28. Lift with your legs, *not* with your back. ☐
Lifting improperly or carelessly can cause
severe back injuries.

29. Be sure your hands are dry and that you're ☐
standing on a dry floor when you use
anything electrical.

30. Check the condition of the power cord. ☐
Don't use the equipment if the insulation
on the cord is damaged, cut or frayed. Tell
the instructor.

31. When you disconnect a power cord, pull ☐
the plug; don't yank on the cord. Hold the
plug and pull it out of the outlet.

32. Use all the recommended guards and ☐
safety devices on the power equipment.
Never remove a guard without the instruc-
tor's permission.

33. Disconnect the power equipment any time ☐
you need to make major changes or adjust-
ments. Unplug the tool or machine or
disconnect it at the circuit breaker panel. If
you disconnect the circuit breaker, put up
a sign: "Don't Connect."

34. Turn off the machine any time you make ☐
minor changes or adjustments. Never
adjust equipment while it's running. Wait
for it to come to a complete stop before
you make the adjustment.

35. Any time you leave a machine, turn it off ☐
and stay with it until it comes to a complete
stop.

36. When you approach a machine to use it, ☐
make sure the person who used it before
you turned it off. Make sure it's com-
pletely stopped.

37. Respect the safety zones. Stay away from ☐
anyone operating the power equipment.
Don't talk to them or distract them in any
way. Don't let anyone distract you when
you're using the equipment.

38. Concentrate on what you're doing; give it ☐
your full attention. If you don't feel well or
if there's some reason you can't concen-
trate, tell your instructor.

39. Work at a safe speed. Don't rush or hurry ☐
through a project. Working too fast is
dangerous and it will result in poor
craftsmanship.

40. Don't fool around in the shop! There are ☐
no exceptions to this: Don't *ever* play
around in the shop.

HANDLE DISKETTES CAREFULLY!

1. *Handle the diskettes by the protective jacket. Don't touch the surface of the disk itself.*

2. *Keep diskettes away from magnets, magnetic fields or anything that has a magnetic polarity. Keep diskettes away from telephones, TV sets, stereo systems and loud speakers, and electric motors, (electric typewriters, fans, air-conditioners, etc.).*

3. *Don't bend, twist or fold the diskette.*

4. *Don't write on the diskette. Fill out pressure sensitive labels before applying them to the diskette.*

5. *Keep diskettes away from dirt, smoke, metal particles, dust or food particles.*

6. *Don't use rubber bands, paper clips, pencils or erasers on the diskettes.*

7. *Keep diskettes away from direct sunlight, excessive heat or extreme cold.*

8. *Never force the diskette into the drive unit. Insert the disk carefully, with the labelled side UP.*

9. *Never try to remove a diskette while the red "loading" light is on. Wait until the drive unit has completed the loading cycle and the red light is OFF before you try to remove the diskette.*

10. *When they're not in use, store diskettes vertically in protective sleeves or in dust-free containers.*

TEST COMPLETION FORM

THIS IS TO ACKNOWLEDGE THAT I TOOK THE _____
SAFETY TEST, AND THAT I UNDERSTAND THE INFORMATION ON THE TEST. I
ALSO INTEND TO USE ALL THE SAFETY PRECAUTIONS I HAVE BEEN SHOWN,
AND I WILL DISCUSS ANYTHING I AM UNSURE OF WITH MY INSTRUCTOR. I
WILL DO MY PART TO MAKE THE SHOP A SAFE PLACE TO WORK, AND I WILL
REPORT ANY UNSAFE CONDITION THAT I SEE TO MY INSTRUCTOR.

FIRST NAME: _____

LAST NAME: _____

PERIOD: _____

DATE: _____

QUESTIONS MISSED ONCE: _____

QUESTIONS MISSED TWICE: _____

SIGNATURE: _____

SAFETY INSTRUCTION RECORD

NAME: _____

CLASS OR PERIOD: _____

INSTRUCTOR: _____

I UNDERSTAND THE SAFETY DEMONSTRATIONS GIVEN FOR THE OPERATIONS AND EQUIPMENT LISTED BELOW. I HAVE ALSO COMPLETED THE SAFETY TESTS THAT APPLY TO THE OPERATIONS AND EQUIPMENT LISTED.

MY SIGNATURE ON EACH OF THE LISTED ITEMS MEANS THAT I UNDERSTAND HOW TO PERFORM THESE OPERATIONS SAFELY AND I UNDERSTAND HOW TO USE THE TOOLS AND EQUIPMENT SAFELY. MY SIGNATURE ALSO MEANS THAT I AGREE TO USE ALL THE SAFETY PRECAUTIONS I HAVE LEARNED; I AGREE TO REPORT ANY UNSAFE CONDITIONS TO MY INSTRUCTOR; AND I WILL DISCUSS ANYTHING I AM UNSURE ABOUT WITH MY INSTRUCTOR.

DESCRIPTION OF EQUIPMENT OR OPERATION	DATE	STUDENTS' SIGNATURE	INSTRUCTORS' INITIALS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
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21			
22			
23			
24			

PARENT OR GUARDIAN NOTIFICATION

FROM: _____
school

INSTRUCTOR: _____

CLASS: _____

DATE: _____

STUDENT: _____

PERIOD: _____

SUBJECT: ACCIDENT PREVENTION

This notice is to inform you that _____ has repeatedly demonstrated an unwillingness to cooperate with the schools' efforts to maintain a safe environment for the students and the staff of this school. Although all students are instructed in the procedures necessary to assure their safety and the safety of those around them, _____ has, on numerous occasions, chosen to ignore or violate these safety procedures.

If there is no improvement in attitude and in the level of cooperation, it may become necessary to restrict this student from further participation in class activities and projects. The result may be a failing grade *or* dismissal from this class. If you wish to have a conference regarding this matter, an appointment will be scheduled if you indicate (below) that you would like the school to contact you.

Please discuss this matter with _____ , and sign this notice indicating that you, the parent or guardian, have read the notice and that you accept full responsibility and liability in the event of personal injury or property damage resulting from your son/daughter/wards' carelessness.

Parent/Guardians' Signature: _____

Date: _____

☐ Yes, I would like to make an appointment to discuss this matter personally. I may be reached at _____ between the hours of _____ and _____ .
phone number

I have discussed this notice with my parent or guardian, and I understand clearly what it means.

Students' Signature: _____

Date: _____

Copies of this notice have been sent to the office of the principal.

PARENT NOTIFICATION FORM

INCIDENT REPORT FORM

COPIES TO: _____

_____

_____

A REPORTABLE INCIDENT IS AN INCIDENT OCCURRING WHILE THE STUDENT IS UNDER THE JURISDICTION OF THE SCHOOL, RESULTING IN PROPERTY DAMAGE OR PERSONAL INJURY THAT DOES OR DOES NOT REQUIRE FIRST AID OR PROFESSIONAL MEDICAL TREATMENT.

SCHOOL NAME:	DATE REPORTED:	

STUDENT'S NAME:	GRADE:	AGE:	SEX:

ADDRESS:	CITY	STATE	ZIP CODE

PARENT'S NAME:	HOME PHONE:	BUSINESS PHONE:

DATE OF INCIDENT:	TIME:	DAY OF WEEK:

WHERE DID INCIDENT HAPPEN?	WHO WAS SUPERVISING?

How Did Incident Happen?

_____

_____

_____

_____

Description of Injury, Extent, and Part of Body Involved: _____

_____

Procedure Followed or First Aid Administered: _____

_____

Description of Equipment or Property Damage: _____

_____

Who Administered First Aid? *(Name and Title)*

Were Others Involved? ☐ Yes ☐ No   State Names:

State What Equipment, Tool, Object, or Condition Caused Incident:

What Action Is Being Taken to Prevent Reoccurrence? *(If Applicable)*

Name(s) of Witness(es):

Were Parents or Others Notified? ☐ Yes ☐ No   Name of Person Notified:

Was School Insurance Form Requested? ☐ Yes ☐ No   Date Sent:

_____ _____
SIGNATURE OF PERSON COMPLETING FORM   TITLE

_____ _____
SIGNATURE OF PRINCIPAL   DATE

INCIDENT REPORT FORM